

Warren J. Baker Endowment

for Excellence in Project-Based Learning

Robert D. Koob Endowment for Student Success

The logo for Cal Poly, featuring the words "CAL POLY" in white, serif, all-caps font on a dark green rectangular background.

Request for Proposals

Due Date:

Fall Quarter - November 6, 2017

I. Biography of Donors

(A) Warren J. Baker

Dr. Baker was named to the role of university president of Cal Poly in 1979, the youngest campus president in California State University history. He served with distinction in that role until his retirement, July 31, 2010.

Baker oversaw the upgrade and expansion of the campus by nearly \$1 billion to support the university's Learn by Doing approach, thanks to investment from a variety of public and private sources. His leadership was instrumental in the development of the university by increasing the breadth of academic programs with the addition of 20 majors, 72 minors and 15 master's degree programs. He raised the awareness of the university to a nationally recognized level and U.S. News and World Report ranked Cal Poly the best public master's university in the West for the final 18 years of his tenure. Following his retirement, the California State University System named the newly constructed Science & Math Building in his honor, and Cal Poly President Jeffrey Armstrong awarded him the President's Medal of Excellence.

President Baker earned his bachelor's and master's degrees in civil engineering from the University of Notre Dame and his Ph. D. in geotechnical engineering from the University of New Mexico.

(B) Robert D. Koob

Dr. Koob served as Cal Poly's senior vice president and vice president for Academic Affairs from 1990 to 1995 and as provost and vice president for Academic Affairs again from 2008 until his retirement in 2012.

Dr. Koob began his career in education teaching high school science and mathematics. He earned a Bachelor of Arts degree in education from the University of Northern Iowa and a Ph.D. in chemistry from the University of Kansas. He also holds an honorary doctorate from Allen College. Prior to his tenure at Cal Poly, Provost Koob had a distinguished career at North Dakota State University, where he served in a number of senior positions, including vice president for Academic Affairs and interim president.

From 1995 to 2006, Koob returned to his undergraduate alma mater, University of Northern Iowa (UNI), to serve as president. During his time there, UNI's endowment grew by more than 100 percent and federal support increased seven-fold. Enrollment and the number of graduates reached record levels. Additionally, under his leadership UNI increased the number of scholarships funded by private sources by over 75 percent, and the university had more students benefit from international experience than any other master's-level university in the United States.

II. What are the Warren J. Baker and Robert D. Koob Endowments?

The purpose of the Baker and Koob Endowments is to support hands-on, project-based learning opportunities for individual students and groups at California Polytechnic State University, San Luis Obispo. Because of their similar purpose, distributions of the two endowments are pooled and used to fund multiple student projects via a competitive process that utilizes a single application. Fundable projects include, but are not limited to, student support, student and faculty travel, student and faculty expenses associated with participation in student research, group projects, conferences, competitions, and equipment and materials related to student research. The use of funds is not restricted to a specific major or college, but rather is intended to support multi-disciplinary, cross-college collaborative Learn by Doing activities. In addition, the Koob Endowment seeks to support students with financial need.

III. Who may apply for funding?

All Cal Poly undergraduate and graduate students are eligible to apply. Note: All applications must name a **faculty** advisor, who has responsibilities outlined in Section X below.

Some exclusions apply, including:

- ☐ Applicants that have projects currently funded via an Instructionally Related Activity (IRA) from Academic Programs & Planning are not eligible.
- ☐ Applicants that have projects currently funded via another university endowment (e.g., CPConnect) are not eligible.
- ☐ Only one project for a given student or group will be funded in a given year.
- ☐ The Baker/Koob Grants are not intended to fund faculty projects or college equipment.

IV. What types of projects will be funded?

Projects that enable students to pursue hands-on, Learn by Doing activities are the only type that will be considered.

Projects should have clearly defined objectives along with an explanation identifying how the requested funds will impact each objective. If the project is a continuation of previously funded work or involves co-funding, please identify the unique and specific objectives that will be achieved with the funds you are requesting. Club projects are excluded from consideration since they have other opportunities for funding.

V. What review criteria will apply?

A selection committee with intended representation from each college will evaluate and rank proposals according to the following criteria:

Only those proposals that demonstrate project-based, Learn by Doing approach will be considered.

1. Interdisciplinary in focus and participation (25%)
Is there student representation from more than one college? Does the focus of the project lie at the intersection of disciplines?
2. External Validation (25%)
Do the project objectives have the potential to evoke change on a local, national or international scale? Is the project part of a contest, or will it result in a publication or conference presentation? Is it linked to other academic, community or business partners?
3. Budget is appropriate to attain project objectives (20%)
4. Timeline is appropriate to attain project objectives (10%)
5. Project objectives are measurable and attainable given time and financial constraints (10%)
6. Clear plan to disseminate results (10%)

Utilizing proposal rankings, the selection committee will seek to fund a diversity of projects that vary in scope (i.e., local, national, and international projects) and in disciplinary expertise. Proposals from first-time applicants, individual students with financial need, or proposals demonstrating interdisciplinary participation will receive additional consideration.

VI. For what may funding be used?

Proposals can include funding for travel, operating expenses, and contractual services (see specific budget line items in Baker and Koob Endowments Proposal template at <http://provost.calpoly.edu/endowments>). Proposals that include requests for travel funding should endeavor to explain how travel will benefit the overall project objectives. Requested funds may not be utilized for student or faculty salaries, or for student tuition/fees.

VII. What is the timeline for proposals and project completion?

Table 1. Timeline for application process and project completion.

Monday, November 6, 2017	Electronic and paper proposals (with all signatures) due to Baker and Koob Endowments Coordinator by 5:00 p.m.
Monday, November 27, 2017	Baker and Koob Endowments Selection Committee completes proposal review and forwards recommendations to provost
Within approximately 2 weeks	Provost will approve final selection of projects
Immediately following provost approval	Proposal decisions released to proposal authors and faculty advisors
1 year following initiation of funding	Final report due to Baker and Koob Endowments Coordinator and budgets will be closed out

Projects may be initiated as soon as the provost & executive vice president for Academic Affairs approves funding and the appropriate University Campus Program (UCP) fund has been created. Notification of award decisions will be emailed to the proposal author and the faculty advisor listed on the proposal. **NOTE:** Reimbursement of expenditures cannot proceed until a UCP fund agreement form is submitted with all necessary signatures to University Campus Programs. All funded projects must be completed within one calendar year, which includes submission of a final report (described in Section XIV.1 below). Project budgets will close out at the end of the project period.

VIII. How much are awards?

Typical range for requested funds will be \$1,000 to \$5,000. Applicants must justify all budgeted items within the proposal application. All distributions are at the discretion of the provost and executive vice president for Academic Affairs, who reserves the right to adjust all project budgets based upon recommendations from the selection committee.

- **Individual** (one student) projects: \$1000 minimum, \$2500 maximum.
- **Collaborative** (2 or more students) projects: \$1000 minimum, \$5000 maximum.

IX. How many projects are anticipated to be funded?

Total available funds to be allocated in fall 2017 are approximately \$40,000, with anticipated funding for 10 - 14 projects. Competition is therefore expected to be keen. For example, while \$34,000 was available during the application process in fall 2016, 37 proposals were submitted requesting over \$116,000.

X. What are the responsibilities of the faculty advisor?

The faculty advisor will provide general oversight of the project and is responsible for the following items:

- Submit a letter of support with the application (described in Section XII.2 below).
- If project is selected for funding, University Campus Programs (UCP) will require a new UCP Fund Agreement via DocuSign Powerform. The faculty advisor will be named the Fund Director on the project (described in Section XI below).
- Serve as signature authority for all student requests for reimbursement, which must be in line with the project budget.
- Ensure that the project budget is followed and that receipts are not submitted in excess of the project budget amount.
- Track location of all purchased equipment, materials, and supplies.
- Ensure that a final report is submitted by the student(s) in a timely manner, approximately one year after the project award.

XI. How will the funds be managed?

Once a project is selected for funding, the faculty advisor will be sent a UCP Fund Agreement form. The form will be prefilled with all required information except for the appropriate Dept/ID, an additional fund to cover deficits (if any), and the names those authorized to sign. The completed form is to be returned directly to UCP. A DocuSign Powerform version of the agreement will then automatically route to the Fund Director, a department reviewer, and College Dean for signatures. Upon receipt of the signed and fully completed form in DocuSign, a UCP Fund will be established, naming the faculty advisor as the Fund Director on the project.

Project member(s) should use standard University forms for all Direct Buy requests, purchase orders, and travel reimbursements and submit them just like any other University financial transaction. All equipment purchases must adhere to Cal Poly equipment procedures (https://afd.calpoly.edu/fiscalservices/forms/property%20control%20procs%20_9_14_%2010.pdf).

Travel must adhere to Cal Poly travel procedures (<https://afd.calpoly.edu/cprm/payment-services/travel/>). All students planning international travel must check with the International Center **before applying**. Note that project budgets need to build in the cost of CSU mandated insurance, and must work with a reputable service provider, or travel with a Cal Poly faculty or staff member. Complete information on international travel is available from the International Center website (<http://www.international.calpoly.edu>).

The faculty advisor will be the signature authority for all student requests for reimbursement; the immediate supervisor of the faculty advisor will be the signature authority for all faculty advisor requests for reimbursement. Although not required, where possible please accumulate a minimum of \$200 in expenses before submitting reimbursement requests so as to minimize administrative staff time and costs involved in processing claims. Please do not wait until the Final Report submission to submit receipts for reimbursement.

The faculty advisor is responsible for ensuring that the project's budget is followed and must approve the expenditure of all funds. The faculty advisor is responsible for tracking the location of all purchased equipment, materials, and supplies. Funds not utilized by the end of the project will be rolled back into the Baker and Koob Endowments fund for future distributions to new student projects. The faculty advisor (or their designee) must review Dashboards regularly in order to prevent a deficit in the account that holds their Baker/Koob fund distribution and to determine if any monies remain to be spent.

XII. Is there a specified proposal format?

IMPORTANT: Yes. Any proposal that deviates from the following format will not be considered for an award.

Each proposal must include (1) an application and (2) a letter of support from the faculty advisor named in the proposal.

1. The application template found at (<http://provost.calpoly.edu/endowments>) must be used for all proposal submissions, which includes the following sections:

A. Proposal Cover Page

B. Proposal Narrative [Maximum of 3 pages (including any figures or tables but excluding the budget), 1" margins, 12-point font]

I. Abstract

- A summary of the key points of your project. At a minimum, the abstract should include the specific topic of the proposed project, the importance and purpose of the project, the methods that will be used to complete the project, and the expected outcomes of the project. Abstracts should be 150-250 words.

II. Introduction

- Describe the background of the project and why it is significant. Describe the reasoning behind the proposed project. This section should start with a general introduction of the project topic and narrow down to the specific problem being addressed. Highlight the interdisciplinary nature of the project, if any. If the project is research related, a pertinent, up-to-date project bibliography may be included as an appendix.

III. Objective(s)

- Describe the specific, measurable objective(s) for which this funding will help attain. The objective(s) should be directly related to the specific problem being addressed in the preceding Introduction section. The objective(s) should be numbered.

IV. Methodology

- Describe the specific steps that will be taken to meet the objectives of the study.

V. Timeline

- Provide a tentative timeline in which specific tasks/milestones needed to obtain the objective(s) will be met.

VI. Final Products and Dissemination

- Describe the possible form(s) of the final product. This might include a performance, exhibit, senior project, thesis, software, invention, publication, presentation at a professional meeting, etc. There may be more than one type of final product.

VII. Budget Justification

- For each of the items in the budget sheet that accompanies the proposal, justify the necessity and the dollar amount for the item(s). The budget should reflect only those expenses that will meet the objectives of the project.

C. Budget Sheet

2. Letter of Support from faculty advisor

The faculty advisor listed on the application form should write a letter of support approximately 1-2 pgs. in length detailing the merits of the project and the abilities of the student applicant(s) to meet the objectives listed in the proposal narrative. The letter should indicate how the project maps to the review criteria (described in Section V). In addition, the faculty advisor should describe the facilities, equipment, supportive roles, etc. that they intend to lend to the project.

XIII. How do I submit my proposal?

Both an electronic copy (sent by e-mail) and one printed copy with original signatures must be submitted to the Baker and Koob Endowments Coordinator (Michael D. Miller, Office of the Provost & Executive Vice President for Academic Affairs (Building 1, Room 305), mdmiller@calpoly.edu). The Baker and Koob Endowments Selection Committee will review each proposal and the coordinator will notify the student author and the faculty advisor named in the proposal as to whether the proposal has been selected for funding.

XIV. What is required of students upon completion of project?

1. Each funded project must submit a final project report at the conclusion of the project. The template for the final report is found at (<http://provost.calpoly.edu/endowments>). Final reports will be published on the Cal Poly Digital Commons website (<http://digitalcommons.calpoly.edu>).

Final reports must include the following sections:

- A. Project Title
 - B. Student(s), Department(s), Major(s)
 - C. Faculty Advisor and Department
 - D. Cooperating Industry, Agency, Non-profit, or University Organization(s)
 - E. Executive Summary (a synopsis of work accomplished and significant results (200-300 words))
 - F. Major Accomplishments
 - G. Expenditure of Funds (details how Baker and Koob Endowments funds were used to meet project objectives)
 - H. **IMPORTANT:** Impacts to Student Learning (personal reflection by student(s) detailing how the project impacted student learning and career aspirations)
2. **NOTE:** Funding by the “*Warren J. Baker and Robert D. Koob Endowments*” should be acknowledged on all related presentations and publications.

XV. Proposal Checklist

- _____ Proposal
 - Application Cover Page (including all signatures)
 - Proposal Narrative (3 pages maximum; including all required sections)
 - Budget Sheet
- _____ Letter of Support from faculty advisor
- _____ Hard copy submitted to Baker and Koob Endowments Coordinator, Office of the Provost & Executive Vice President for Academic Affairs (Building 1, Room 305).
- _____ Electronic Copy submitted to mdmiller@calpoly.edu

Where can I get more information?

Questions and project proposals should be submitted to the Baker and Koob Endowments Coordinator:

- Michael D. Miller, Coordinator of Baker/Koob Endowments
- Email: mdmiller@calpoly.edu
- Phone: 805-756-5773